

POINTE COUPEE PARISH
Notarial Examining Committee
P.O. Box 753
New Roads, LA 70760

February 16, 2006

Suzanne Elliott
Engagement Manager
Office of Legislative Auditor
P.O. Box 94397
Baton Rouge, LA 707804-9397

RE: Pointe Coupee Parish Notarial Examining Committee

Dear Ms. Elliott:

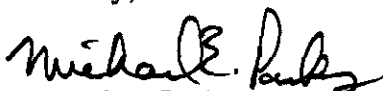
I am writing in regard to the above captioned matter. We recently received the transmittal letter for the annual financial statements for the Pointe Coupee Parish Notarial Examining Committee. As we discussed over the phone on February 15, 2006, during the year of 2005, the Pointe Coupee Parish Notary Committee stopped charging any fees to anyone wishing to become a Notary Public in Pointe Coupee Parish. Since we had a balance of zero at the beginning of the year and we took in no monies and we expended no monies during the year, we still have a zero balance.

The only funds that we do receive are the fees charged by the Secretary of State for the Notary test. All fees that are received by us are by check that are made payable to the Secretary of State. Therefore, the Pointe Coupee Parish Notary Examining Committee received no funds whatsoever.

Since the policy of the Pointe Coupee Parish Notary Examining Committee is to no longer charge any funds whatsoever, there will never be any monies that we need to report. I am enclosing the appropriate documentation for this year, but wanted to make certain that your office is aware that we are not anticipating any revenues or expenditures in any future years.

I trust that this information is sufficient. If any additional information is needed, please don't hesitate to contact me.

Sincerely,



Michael E. Parks
MEP/kar
Enclosures

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 3/8/06

Pointe Coupee Parish
Notarial Examining Committee

February 16, 2006

Instructions: Please choose the selection below that best describes your agency, and then fill out the required information on the Affidavit & Revenue Certification form (page 3) and send them (pages 1, 2 and 3) to us no later than March 31, 2006.

If you choose Selection A, then you must send us your sworn annual financial statements (pages 4 & 5), as well as pages 1 through 3, appropriately completed.

 A. In accordance with Louisiana Revised Statutes 24:513 and 24:514, *enclosed are the sworn annual financial statements* for the notarial committee, as of and for the year ended December 31, 2005. The accompanying financial statements have been prepared on the cash basis of accounting.

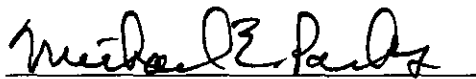
Or

 X B. Enclosed is the affidavit stating that the referenced notarial committee has *received no revenues and has had no expenditures* for the year ended December 31, 2005, and is therefore not required to file financial statements with the Legislative Auditor's Office.

Or

 C. For the referenced notarial examining committee, *all revenues and expenditures are reported and audited with* the (circle one) Clerk of Court/Custodian of Notarial Records or with another entity (name of entity) _____, for the year ended December 31, 2005. The committee is therefore not required to file financial statements with the Legislative Auditor's Office.

Sincerely,



MICHAEL E. PARKS
Chairperson

POINTE COUPEE PARISH
Notarial Examining Committee

AFFIDAVIT

A. Personally came and appeared before the undersigned authority, MICHAEL E. PARKS, (officer), who, duly sworn, deposes and says that the financial statements herewith given present fairly the financial position of the Pointe Coupee Parish Notarial Committee as of December 31, 2005, and the results of operations for the year then ended, in accordance with the basis of accounting described within the accompanying financial statements. *Please complete the revenue certification portion below.*

REVENUE CERTIFICATION - for selection A only

In addition, MICHAEL E. PARKS (officer), who, duly sworn, deposes and says that the Pointe Coupee Parish Notarial Examining Committee received \$50,000 or less in revenues and other sources for the year ended December 31, 2005, and accordingly, is not required to have an audit for the previously mentioned year.

Or

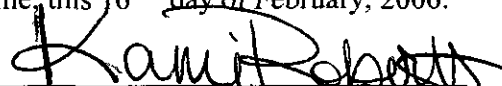
- ☒ B. Personally came and appeared before the undersigned authority, MICHAEL E. PARKS (officer), who, duly sworn, deposes and says that the Pointe Coupee Parish Notarial Examining Committee *received no revenues and had no expenses for the year ended December 31, 2005, and accordingly, is not required to provide its financial statements to the Legislative Auditor for the previously mentioned year.*

Or

C. Personally came and appeared before the undersigned authority, MICHAEL E. PARKS (officer), who, duly sworn, deposes and says that all *the revenues and expenditures* of the Pointe Coupee Parish Notarial Examining Committee *are reported and audited with the (circle one) Clerk of Court / Custodian of Notarial Records* or with another entity _____, for the year ended December 31, 2005, and accordingly, is not required to provide its financial statements to the Legislative Auditor for the previously mentioned year.


MICHAEL E. PARKS
Chairperson

Sworn to and subscribed before me, this 16TH day of February, 2006.


KAMI ROBERTS
NOTARY PUBLIC, #80007

Officer's Name	<u>Michael E. Parks</u>
Street or P.O. Box	<u>P.O. Box 753</u>
City, State Zip	<u>New Roads, LA 70760</u>
Telephone Number	<u>(225) 638-3516</u>
FAX Number	<u>(225) 638-4733</u>